



REGISTRATION INSTRUCTIONS FOR THE 2022-2023 SCHOOL YEAR

Open registration for the 2022-2023 school year begins February 1, 2022. The earlier you send in the registration form and fee, the more likely you are to get the placement you want for your child.

Secure your child's space for fall 2022 by following these instructions:

1. Print out and complete both sides of the registration form. **Be sure to sign the bottom of page 2.**
2. FLDCF requires that we provide the following documents with our registration form. They can be found on our website under the Preschool Registration tab. Your signature on the back of the registration form indicates that you have received these items:
 - FLDCF *Know Your Child Care Facility* brochure
 - WPPP Child Behavior Management Policy
 - WPPP Lunch and Snack Policy
3. If you will be using the extended day program, please fill out the Extended Day form and submit with your registration form. Limited spots are available.
4. **For all VPK students:** State of Florida VPK Child Certificate of Eligibility is required. Information on acquiring the certificate can be found on our website under the Preschool Registration tab.
5. Provide your child's current physical examination form (Form 3040) and immunization record (Form 680/681) available from your doctor.
6. Deliver your paperwork and non-refundable fee as required below:
 - **\$220.00 non-refundable** registration fee for one, two and/or three year old classes
 - **For VPK Plus only:** Half of the first month's tuition is due when you register. Five-day VPK Plus deposit is \$115.00 and four-day VPK Plus is \$90.00. This deposit is **non-refundable.**
 - There is no registration fee for Straight VPK

At the end of June we will mail a Welcome Packet containing information for the new school year and class placement for your child. The forms you will receive in the packet must be filled out and returned with August tuition and the annual materials fee by July 21, 2022. VPK Plus parents will pay the other half of the first month's tuition by July 21. There is no materials fee for VPK.

If you plan to hand deliver your registration materials, please take them to the Church office in the Lakemont Avenue building (double doors under the portico) between 9:00 a.m. and 2:00 p.m. on February 1 or any day Monday through Friday after that date.

We will confirm via email that your child's registration has been completed using the first email address on your registration form. If you prefer another method of confirmation communication please let us know.

Questions? Please call the preschool office at 407-629-0727. Thank you!